

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03	2/12	8	8.3
CHAPTER Chapter 8. The Monitoring Visit		SUBJECT Monitoring Visit Report			

The institution shall receive a monitoring visit Report and final letter within one month from the on-site visit when no reporting errors are identified. The letter will outline any comments, findings, recommendations, and other required actions. Response to any action item noted in the letter is required within three weeks from the date on the monitoring visit letter.

The center will receive a monitoring review letter and accompanying review worksheets with response due date. The letter will outline any comments, findings, recommendations, and other required actions. A Corrective Action Plan (CAP) response to any action item noted in the letter is required within three weeks from the date on the monitoring visit letter.

Upon receipt of the center's CAP, the MDHSS-BCFNA Nutritionist will determine if all actions are satisfactorily addressed and if the CAP is deemed adequate. If the response is not satisfactory, further corrective action may be required.

If the MDHSS-BCFNA does not receive the corrective action response within the given time frame, the institution will receive a reminder (late) letter outlining the requirement to submit a Corrective Action Plan (CAP). If, after the second CAP submission notification, MDHSS-BCFNA does not receive a response, a Seriously Deficient Notice will be mailed classifying the center as seriously deficient for non-compliance with Program requirements and given 14 days to comply. If the center fails to respond within 14 days after notification of being declared seriously deficient, MDHSS-BCFNA will mail a letter proposing to terminate the institution from the CACFP in accordance with Program regulations.

If the monitoring visit reveals serious problems at the institution, the MDHSS-BCFNA Nutritionist will take follow-up action. The unannounced follow-up review may be a return visit to the institution at a future date and/or a requirement that the institution submit monthly records to the MDHSS-BCFNA for review to substantiate the claim for reimbursement. Serious Program errors could result in the center's classification as a seriously deficient institution. Refer to Section 8.2 for the list of seriously deficient citations.